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DEC 10 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Establishment of Additional Position in Technical Services Staff

REFERENCES A : Memorandum for Chief, Management Staff, DD/A Subject: same as above from Chief of Administration, DD/P dated 9 November 1954 (Tab A).

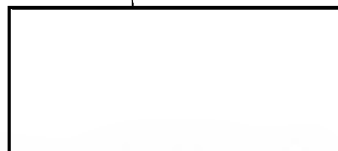
B : Memorandum for Chief, Management Staff, DD/A, Subject: same as above from Assistant Director for Personnel dated 30 November 1954 (Tab B).

1. Reference A proposes the establishment of a GS-11 Document Analyst position within the Technical Services Staff (Tab A).

2. Reference B contains the approval by AD/P of the classification aspects of this position (Tab B).

3. The Chief, Budget Division has certified that funds are available to support this proposal (Tab C).

4. This request is approved.



Chief, Management Staff

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25X1A9A Attachments:

- Tab A - Memo fm [redacted] dtd 9 Nov '54-
- Tab B - Memo dtd Nov 30 fm AD/P-
- Tab C - Funds to be provided by Budget-

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NOV 9 1954

MEMORANDUM FOR: Chief, Management Staff, DD/A

SUBJECT : Establishment of Additional Position in  
Technical Services Staff

1. It is requested that a GS-11 Document Analyst position be established for the Intelligence Division of the Technical Services Staff.
2. Attached is a job description outlining the responsibilities of this position.
3. This position which is being established for a military person, is within the military authorization of the Technical Services Staff, and does not increase the civilian ceiling.



Chief of Administration, DD/P

Attachment

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NOV 30 1954

MEMORANDUM FOR: Chief, Management Staff, DD/A

SUBJECT : Establishment of Additional Position in  
Technical Services Staff

REFERENCE : Memorandum from Chief of Administration, DD/P,  
to Chief, Management Staff, dated 9 November 1954,  
same subject, MS-306

1. The Classification and Wage Division, Office of Personnel, has reviewed request contained in referenced memorandum for the establishment of a GS-11 Document Analyst position, and based on proposed duties and responsibilities, approves the request.

2. Job description attached to referenced memorandum has been detached for inclusion within files of the Classification and Wage Division.



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Assistant Director for Personnel

Attachment:

Copy of referenced memorandum

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read not.*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 23 NOV 1954

FROM : Chief, Budget Division

SUBJECT: Establishment of Additional Position in Technical Services Staff

1. Reference is made to the memorandum to the Chief, Management Staff, from the Chief of Administration, DD/P, dated 9 November 1954, same subject, and to the memorandum from the Chief, TSS.

2. Based on information from the TSS Personnel Office, it is estimated that additional funds in the amount of \$2,625 will be required for the remainder of the current fiscal year for this position.

3. Sufficient funds are available in the presently approved allocation to TSS to cover the additional requirement for the requested position.



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